

**State of New Hampshire Job Posting
NH Liquor Commission
Financial Management Division
Internal Auditor II
US: NH: CONCORD
Position # 14270**

Summary:

To review and audit accounting and financial programs and operations within The Liquor Commission and to develop written recommendations based on objective analysis.

Responsibilities:

Designs audit programs to test the accuracy of financial records.

Performs desk audits to assure the Liquor Commissions compliance with state statutes and generally accepted accounting principles.

Conducts field audits of the retail liquor stores, warehouse operations, and financial transactions within the Division of Enforcement and Licensing.

Conducts independent protective and constructive audits for the purpose of reviewing effectiveness of controls, financial records and financial operations, including developing recommendations for alternative course of action for all sections of the Liquor Commission.

Develops audit reports to describe audit findings and recommendations, and to ensure that audit trails have been properly established and completed. Assists in the establishment of policies and procedures to improve audit management, audit planning and other performance controls.

Performs daily reviews of financial transactions for symptoms or patterns of fraudulent activity, including but not limited to store affidavits, voids, returns, and no sale cash register activities.

Provides exceptional customer service with peers and management to ensure coordinated efforts in the discussion of financial transaction and control issues within retail store locations. Reports issues of non-compliance in accordance with Commission policies and procedures.

Other information:

Education: Bachelor's degree from a recognized college or university with a major in accounting or business administration. Each additional year of approved formal

education may be substituted for one year of required work experience.

Experience: Three years' experience in accounting or auditing work, including two years of consultative, supervisory, or administrative experience in the field of auditing. Each additional year of approved work experience may be substituted for one year of required formal education.

License/Certification: Valid driver's license and access to reliable transportation required for use in statewide travel.

Special Requirements: For appointment consideration, Internal Auditor II applicants must successfully participate in a structured interview measuring possession of knowledge, skills and abilities identified as necessary for satisfactory job performance by this class specification. The structured interview is developed and administered, according to Division of Personnel guidelines, by representatives of the state agency in which the vacancy exists.

In addition, applicants will be subject to a reference and criminal background check.

Employees may be required to pay an agency/union fee.

In order to receive credit for post-secondary education, a copy of official transcripts with a seal and/or a signature **MUST** be included with this application.

Contact:
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